

From: [Williams, Patrice](#)
To: [Mills, Keith](#)
Cc: [Ashmeade, Iris](#); [Weeks, Sharon E.](#); [Fortson, Donald O.](#)
Subject: RE: Refresh Return Initiative SOW
Date: Wednesday, May 4, 2022 2:52:34 PM

Keith,

Are we going to get new floorplans or can I use the ones Sharon sent couple months ago? I can add to the document

You are welcome.

Patrice A. Williams, MBA

Support Services Specialist

US EPA

61 Forsyth Street, SW, MC-9T25

Atlanta, GA 30303

Work: (404) 562-8267

Cell: (404) 693-0014

"Leadership isn't about being great. It's about enabling others to be great." David McQueen

From: Mills, Keith <Mills.Keith@epa.gov>
Sent: Wednesday, May 4, 2022 2:43 PM
To: Williams, Patrice <williams.patrice@epa.gov>
Cc: Ashmeade, Iris <Ashmeade.Iris@epa.gov>; Weeks, Sharon E. <Weeks.Sharon@epa.gov>
Subject: RE: Refresh Return Initiative SOW

Thanks Patrice!

From: Williams, Patrice <williams.patrice@epa.gov>
Sent: Wednesday, May 4, 2022 2:32 PM
To: Mills, Keith <Mills.Keith@epa.gov>
Cc: Ashmeade, Iris <Ashmeade.Iris@epa.gov>; Weeks, Sharon E. <Weeks.Sharon@epa.gov>
Subject: RE: Refresh Return Initiative SOW

Keith,

Thank for taking my call. The RWA has been submitted in Ereta.

Patrice A. Williams, MBA

Support Services Specialist

US EPA
61 Forsyth Street, SW, MC-9T25
Atlanta, GA 30303
Work: (404) 562-8267
Cell: (404) 693-0014

"Leadership isn't about being great. It's about enabling others to be great." David McQueen

From: Mills, Keith <Mills.Keith@epa.gov>
Sent: Wednesday, May 4, 2022 2:02 PM
To: Williams, Patrice <williams.patrice@epa.gov>
Cc: Ashmeade, Iris <Ashmeade.Iris@epa.gov>; Weeks, Sharon E. <Weeks.Sharon@epa.gov>
Subject: RE: Refresh Return Initiative SOW

Patrice,

Just make sure that Iris knows what I asked you to do (in case she misses the email, there are hundreds).

Anything is a guess in terms of estimated cost, but \$100,000 may be realistic. As I understand it, they will propose their price anyway, but let's go with \$100K.

From: Williams, Patrice <williams.patrice@epa.gov>
Sent: Wednesday, May 4, 2022 1:57 PM
To: Mills, Keith <Mills.Keith@epa.gov>
Cc: Ashmeade, Iris <Ashmeade.Iris@epa.gov>; Weeks, Sharon E. <Weeks.Sharon@epa.gov>
Subject: RE: Refresh Return Initiative SOW

Keith,

Received and creating in eRETA. What is the estimated cost for this project to include on the document?

Also, not sure what you mean to coordinate with Iris to make sure she is on board with your actions and approves? Are you saying she has to approve before I submit the document.

I will try to complete before my appointment today.

Patrice A. Williams, MBA
Support Services Specialist
US EPA
61 Forsyth Street, SW, MC-9T25
Atlanta, GA 30303
Work: (404) 562-8267
Cell: (404) 693-0014

"Leadership isn't about being great. It's about enabling others to be great." David McQueen

From: Mills, Keith <Mills.Keith@epa.gov>

Sent: Wednesday, May 4, 2022 1:19 PM

To: Williams, Patrice <williams.patrice@epa.gov>

Cc: Ashmeade, Iris <Ashmeade.Iris@epa.gov>; Weeks, Sharon E. <Weeks.Sharon@epa.gov>

Subject: Refresh Return Initiative SOW

Patrice,

Please prepare the RWA based on the attached SOW. I understand that once the SOW is entered into eRETA, then GSA will initiate action with the contractor so that we can receive a cost proposal.

Also, please coordinate with Iris to make sure she is on board with your actions and approves.

Sharon,

Please include floor plans per Nancy Sellars request.

Thanks!

Keith R. Mills

Deputy Director

Mission Support Division

EPA, Region 4 – Atlanta, Georgia

(404) 562-8366 (Office)

(404) 293-9593 (Bus. Cell)

mills.Keith@epa.gov